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for early registration

*Friday,
August 9,
2013*

SEMINAR LOCATION:

DOUBLETREE BY HILTON
ORLANDO AT SEAWORLD
10100 INTERNATIONAL DRIVE
ORLANDO , FL 32821

WWW.DOUBLETREEORLANDOSEAWORLD.COM

ENHANCE YOUR EEO KNOWLEDGE at the **2013 EEOC Orlando Technical Assistance Seminar**. This informative and highly rated seminar, **sponsored by the EEOC Miami District and Tampa Field Offices**, will be held at the **DoubleTree by Hilton Orlando at SeaWorld**. **Register early, as attendance is limited!**



EEOC Orlando Seminar

U.S. Equal Employment Opportunity Commission

Special Conference Rate of
\$95.00/Night Available
From AUG 6 Thru AUG 12
For Room Reservations
Made On or Before
JULY 26, 2013
Call (800) 327-0363
GROUP NAME: EEOC

COMING SOON!

August 27-29, 2013
*The EEOC EXCEL Training
Conference in Denver*

*A full three-day agenda for private,
state and local HR professionals.*

Check it out at
www.eetraining.eeoc.gov

EEO TRAINING YOU CAN'T AFFORD TO MISS!

Join EEOC for the latest developments in EEO law and best practices — from the experts who enforce the law.

Questions about the seminar?

Elaine McArthur
EEOC Tampa Office
(813) 202-7924
(813) 228-2045 FAX
(813) 228-2003 TTY
elaine.mcarthur@eeoc.gov



EEOC
Training Institute
...Learn from the Experts

Questions about hotel reservations?

Carolina Garry (407) 370-4329
carolina.garry@pyramidhotelgroup.com

EEOC Orlando Seminar www.eeotraining.eeoc.gov

TOP FIVE REASONS TO ATTEND THIS SEMINAR:

- Get Updates on the Latest Changes to EEO Laws & Regulations
- Avoid Common Pitfalls & Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

Seminar includes an eight (8) volume EEO Library of over 2,000 pages on CD-ROM!

WHO SHOULD ATTEND?

- Human Resources
- EEO Managers & Staff Attorneys
- Managers & Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for EEO Investigator Refresher credit]

Training Institute Policies - Training Event 13MIA02

PAYMENT — \$349 Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION. EEOC Tax ID Number: 52-0812909**

GET A DISCOUNT PRICE of \$319 by: 1) registering on-line with a credit card or electronic check payment, or 2) registering early by mail or FAX. Check or credit card payment information **must** be received 30 days before the seminar and credit card registrations received after July 9, 2013 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

PAYING BY GOVERNMENT PURCHASE ORDER *Please note: This type of payment is not eligible for the Early Bird discount.*
State and Local Government Registrants: In order to be confirmed submit a copy of the purchase order; purchase order number; billing name and address with instructions; and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

Federal Government Registrants: We only accept federal purchase orders over \$2,500. Please contact our customer service staff at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for more information.

REGISTRATION — Register at www.eeotraining.eeoc.gov. Credit card and electronic bank check registrations will receive immediate confirmation.
EEOC Tax ID Number: 52-0812909

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802** or **FAX** your registration with payment to 703.787.8090.

QUESTIONS ABOUT REGISTRATION? 1.866.446.0940
TTY# 1.800.828.1120; eeoc.traininginstitute@eeoc.gov

CONFIRMATION — Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 7 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

REASONABLE ACCOMMODATION REQUESTS — If you need an accommodation, please note it on the registration form and we will contact you.

AGENDA EEOC Orlando Seminar Friday, August 9, 2013



CREDITS

HRCI recertification and CLE credits have been requested. Both have been approved for previous seminars.

This seminar meets the yearly refresher requirement for federal agency EEO investigators.

LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come on-site and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

Elaine McArthur,
Outreach & Training
Manager,

(813) 202-7924

elaine.mcarthur@eEOC.gov

7:45 AM	REGISTRATION AND CONTINENTAL BREAKFAST
8:30 AM	Welcome and Opening Remarks: New EEOC Priorities <i>Malcolm Medley, Director, EEOC Miami District Office</i>
8:45 AM	ADA/Pregnancy Accommodation: Emerging Issues <i>Peggy Mastroianni, Legal Counsel, Office of Legal Counsel, EEOC Headquarters, Washington DC</i>
10:15 AM	BREAK
10:30 AM	At the Forefront: Lesbian, Gay, Bisexual & Transgender (LGBT) Issues in the Workplace <i>Michael Farrell, Attorney at Law, Farrell Law, Miami & Orlando</i> <i>Vanessa Sheridan, Consultant & Author, Apple Valley MN</i>
NOON	BUFFET LUNCHEON Enjoy lunch and networking in the Ontario Ballroom and Okeechobee Patio areas
1:00 PM	Legal and Enforcement Developments in Employment Discrimination <i>Robert Weisberg, Regional Attorney, EEOC Miami District Office</i> <i>Ozzie Black, Deputy Director, EEOC Miami District Office</i> <i>Miguel Rivera, Jr., District Director, Dept of Labor, Office of Federal Contract Compliance Programs, Orlando</i>
2:15 PM	BREAK
2:30 PM	Harassment: Stop and Prevent with Intervention Strategies <i>Martin Ebel, Deputy Director, EEOC Houston District Office</i> <i>Carla von Greiff, Enforcement Supervisor, EEOC Tampa Field Office</i>
3:30 PM	The 360 Degree Perspective: A Discussion of Hiring Barriers in the Workplace Panelist: <i>Janet McEnery,, Attorney at Law, McFarlane Ferguson, Tampa</i> Panelist: <i>Michael Farrell, Attorney at Law, Farrell Law, Miami/ Orlando</i> Panelist: <i>Georgia Marchbanks, Director, EEOC Tampa Field Office</i> Moderator: <i>Tracy Smith, Enforcement Supervisor, EEOC Tampa Field Office</i>
4:30 PM	ADJOURN

EEOC Orlando Seminar - August 9, 2013

(Event Code: 13TMIA02)

Please print and use a separate form for each attendee.

3 ways to register!

- **ON-LINE**

www.eeotraining.eeoc.gov

- **MAIL**

EEOC TRAINING INSTITUTE

REGISTRATION PROCESSING

6501 RED HOOK PLAZA,

SUITE 201

**ST. THOMAS, VIRGIN ISLANDS
00802**

- **FAX to 703.787.8090**

WE'RE GOING GREEN!

Materials will be provided online this year. Print what you need beforehand or download to your personal device. Please ensure that your email address is correct upon registration.

DOWNLOAD will be sent JULY 26.

**DOUBLETREE BY HILTON
ORLANDO AT SEAWORLD**

From the west/downtown Orlando:
Take I-4 East to Exit 72/SR 528 (Toll). Take International Dr/Sea World exit (Exit 1). At light, turn left. Hotel is on right. Turn right into hotel conference area parking lot.

From the east: Take I-4 West to Exit 72/SR 528 (Toll). Take International Dr/Sea World exit (Exit 1). At light, turn left. Hotel is on right. Turn right into hotel conference area parking lot.

**SELF PARKING \$5.00
VALET PARKING \$18.00+tax**

First Name _____ MI _____ Last Name _____

Title _____

Organization _____ Suborg. _____

Address _____

City _____ State _____ Zip _____

E-Mail _____

Business Telephone () _____ (☐ if TTY, please check)

Fax No. () _____ Company/Agency Tax ID Number _____

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes Describe accommodation requested or special diet needed: _____

AMOUNT OF PAYMENT: ☐ \$349 Discount price of \$319 available for online registrations up until day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received 30 days before the event. Faxed/mailed credit card registrations received after July 9, 2013 will be charged \$349.

Credit Card ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover
Account # _____ Expiration Date _____

Cardholder Name (please print) _____

Signature _____ Card Security Code _____

Cardholder Email address _____

☐ **Check Payable to EEOC Training Institute**

☐ **State/Local Government Purchase Order (Attached) PO #** _____

State and Local PO will be paid by ☐ Check ☐ Credit Card (provide information above)

Billing Organization Name & Address _____

Name/Phone # of Billing Contact _____

We only accept Federal purchase orders of over \$2,500. Please call us at 866.446.0940 or send an email to eeoc.traininginstitute@eeoc.gov for more information. By registering for a Training Institute event, you agree

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

to all applicable Institute policies.

Employees at Your Facility:

- ☐ Under 50
☐ 50-99
☐ 100-249
☐ 250-499
☐ 500-999
☐ 1,000+

Your Organization's Business Type:

- ☐ Federal Gov't
☐ State/Local Gov't
☐ Private

Your Position Category:

- ☐ Attorney ☐ EEO Director, Manager, Supervisor
☐ EEO Professional (Investigator, Counselor, Specialist)
☐ HR Director, Manager, Supervisor ☐ HR Staff
☐ Mediator, ADR ☐ Other Manager, Supervisor
☐ President, CEO, Owner ☐ Union Representative
☐ Other _____

How did you learn about our seminar?

- ☐ Brochure in mail ☐ Colleague ☐ Email
☐ Website/Internet ☐ Newspaper/Radio Ad
☐ Professional Organization ☐ SHRM ☐ EEOC event
☐ Other _____